



DHS-Program Specialist

Characteristics of Work

This is professional work involving continuous program development in programmatic and support divisions. The primary responsibilities of the position include the interpretation of program policies and the evaluation of procedures utilized in administering the programs. Direct supervision is received from an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Provides policy interpretation to state, regional, and county staff to ensure that appropriate actions are taken in programs administered through the Department of Human Services (DHS).

Reviews federal and state laws and regulations relative to the program of assignment to determine Agency compliance; monitors the procedures used by staff in administering Department programs.

Evaluates the overall effectiveness of programs in meeting client's needs through review of reports, claims, program applications, and case records.

Presents findings of compliance/noncompliance to administrative supervisor and other Agency departments as necessary through written reports.

Reviews and processes program applications and requests for certification.

Monitors the expenditure of grant funds.

Monitors delivery of services to clients through personal observation and consultation with staff and clients.

Determines compliance of clients with program rules and regulations through review of applications, reports from field staff, and personal observation.

Prepares and submits statistical, programmatic and activity reports.

Provides technical support to field staff and state office departments concerning program policies and procedures.

Uses computer application/systems to enter program/project data and to create files.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Coordinates and monitors daily program activities and special projects under DHS programs.

2. Communicates with individuals working with or receiving agency services to provide technical and informational assistance and/or training on division programs.
3. Prepares, generates and composes correspondence, reports, agency forms and other written materials to support program operations.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to walk; stand; reach with hands and arms; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university.

AND

Experience:

Two (2) years of experience in work related to the above-described duties.

OR

Education:

Sixty (60) semester hours from an accredited two-year or four-year college or university.

AND

Experience:

Four (4) years of experience related to the above described duties.

Substitution Statement:

Above completion of sixty (60) semester hours from an accredited two-year or four-year college or university, related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.